

# Hollister Recreation

## Community Center

### Facility Rental Form

#### REQUESTED DAY OF USE

Day of the Week \_\_\_\_\_ Date \_\_\_\_\_ To \_\_\_\_\_  
Actual Time of Use \_\_\_\_\_

#### Requested Room(s) - Check the Appropriate Box(s)

- ☐ San Benito Room with Kitchen  
☐ San Benito Room only  
☐ Kitchen Only  
☐ Gabilan Room  
☐ Calaveras Room

#### CONTACT PERSON

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Cell Number: \_\_\_\_\_

#### TYPE OF FUNCTION

Type: \_\_\_\_\_  
Setup time: \_\_\_\_\_ to \_\_\_\_\_  
Time of use: \_\_\_\_\_ to \_\_\_\_\_  
Cleanup time: \_\_\_\_\_ to \_\_\_\_\_  
Total # of hours in use: \_\_\_\_\_  
Number of Guests: \_\_\_\_\_  
Number of Adults: \_\_\_\_\_  
Number of Youths: \_\_\_\_\_

#### CLUB/ORGANIZATION INFORMATION

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Contact Person and Title: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_  
Home Number: \_\_\_\_\_  
Work Number: \_\_\_\_\_  
Fax Number: \_\_\_\_\_

Will food be served? Yes ☐ No ☐  
Will alcohol be served? Yes ☐ No ☐ \_\_\_\_\_ initials  
Admission charge? Yes ☐ No ☐  
Are Tables Needed? Yes ☐ No ☐  
Are Chairs Needed? Yes ☐ No ☐  
Is additional equipment requested  
by applicant/club? Yes ☐ No ☐  
If so, list equipment: \_\_\_\_\_

#### STATEMENT OF LIABILITY

It is the express condition of this permit that the Permittee agrees to, and Permittee shall, hold harmless the City of Hollister and its officers, agents, contractors, and employees from any damage to property, death or injury to person, or any claim of damages or charges, expenses, liabilities, including attorney fees, resulting from the Permittee's rental, occupancy, or use of the facility or from any activity carried on by Permittee in connection with this rental.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_



## PROHIBITED ACTIVITIES

### THE FOLLOWING ACTIVITIES ARE PROHIBITED IN THE HOLLISTER COMMUNITY CENTER:

1. Placing of decorations in non-designated areas and/or attaching decorations with scotch or masking tape.
2. Rearranging furniture without authorization from facility monitor.
3. **ONLY** Beer & Wine.
4. No Glass Containers, **ONLY** Wine / Champagne bottles.
5. Consumption of alcoholic beverages in parking lot.
6. Drinking, smoking or eating in hallways.
7. Playing of any music after 10:00 PM
8. No Smoking allowed in the facility.
9. Absolutely **NO CONFETTI**
10. Absolutely **NO SMOKE MACHINES**

**NOTE: \$200 FEE WILL BE CHARGED IF FIRE DEPT. IS CALLED OUT.** \_\_\_\_\_ (initials)

11. If alcohol is served or allowed to be present at the facility without prior notice to the City or prior approval by the City, the City has the right to prevent guests from entering the facility or to close down the event, at the discretion of the City. In addition, City shall have the right to retain all or some of the deposit to cover the cost of enforcing this regulation. \_\_\_\_\_ (initials)
12. If a Police Officer is dispatched during the scheduled time of event, the city shall have the right to retain some or all of the deposit to cover the cost of enforcing the policies and procedures set forth by the City of Hollister. \_\_\_\_\_ (initials)

## CLEAN-UP RESPONSIBILITIES

### CLEAN-UP RESPONSIBILITIES TO BE PERFORMED BEFORE VACATING THE HOLLISTER COMMUNITY CENTER:

1. All trash is to be placed in designated dumpster located outside building.
2. Clean and sanitize both chairs and tables thoroughly and returned to designated area.
3. Remove all decorations and personal items brought by Permittee.
4. Dining area is to be swept and mopped and cleaning equipment is to be returned to designated area.
5. Policing and removing litter from parking lot is required.
6. Restrooms (swept and mopped)
7. Hallway (vacuumed)
8. Bring own cleaning supplies (disinfectant, dish soap, towels)

## HOLLISTER COMMUNITY CENTER KITCHEN RULES

1. Clean & Sanitize table, counter, and sinks
2. Clean stove & grill
3. Keep refrigerator clean remove items brought
4. Clean mats
5. Turn lights off
6. Check Exhaust Vent
7. Check oven off (heat & blower)
8. Check windows (closed & locked)
9. Discard garbage outside/bins
10. Grease and other items are not to be thrown down the sinks
11. Sweep and Mop Kitchen area
12. If cooking, bring own cooking supplies.

HAVING READ THE STATEMENT OF LIABILITY, PROHIBITED ACTIVITIES AND CLEAN UP RESPONSIBILITIES ON THE REVERSE SIDE OF THIS FORM AND UPON SUBMITTING THE ABOVE REQUEST FOR USE OF THE CITY OF HOLLISTER FACILITY, WE/I AGREE TO ABIDE BY AND ENFORCE ALL RULES AND REGULATIONS OF THE CITY OF HOLLISTER AND THE RECREATION DIVISION OF THE COMMUNITY SERVICES DEPARTMENT WHICH PERTAIN TO USE OF THE FACILITIES REQUESTED, AND TO BE RESPONSIBLE FOR ITS FACILITIES IN THE SAME CONDITION IN WHICH RECEIVED AND TO REIMBURSE THE CITY OF HOLLISTER THROUGH FORFEITURE OF DEPOSIT AND/OR ADDITIONAL REIMBURSEMENT FOR ANY LOSS OR DAMAGE.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTICE ON INSURANCE PREMIUM**  
**IN THE EVENT RENTER CANCELS FACILITY RESERVATION,**  
**INSURANCE CERTIFICATE IS NOT REFUNDABLE.**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_